

CANTERWOOD DIV. 12 STEP ASSOCIATION

January 26, 2021

Board of Directors Zoom Meeting

Meeting Called to Order: 10:02 am

Owners present: None

Approve Minutes: 2020 Annual Meeting Draft

Elect 2021 Officers: No new people elected to the Board.

President: Lynn Singleton, VP: Megan Amherst, Treasurer: Randy Young, Secretary: Frank Addison, and Director At Large: Rick Meeder.

Financial Reports:

- September, October, November, and December 2020 Financials: Randy made a motion to approve the September, October, and November financial reports. Motion seconded and approved by the Board.
- Annual Reposts: The amount carried over from 2020 to 2021 is \$8,617.41 stays in the checking account—this the credit from Gig Harbor.
- 2021 Sewer Fee. When will the city inform us of 2021 sewer fees? Two thousand twenty-one sewer fees are not posted on the Gig Harbor Web Site. Lisa will contact Gig Harbor Administration for the 2021 sewer fee.
- Gift Card to the Webmaster: Will list the cost as an Administrative Expense.

Email approvals:

- Draft 2020 Annual Meeting Minutes
- Pump Parts Purchase
- Gift Card to recognize Webmaster Steve Muretta for his ongoing support.

Old Business:

- None

New Business:

- **Parasitic Pump** The Parasitic Pump initially stopped working in June 2020. It has stopped several times since then. The Pump was put back in service after repair and four days of testing at Lynn's house. Lynn will monitor how well it functions.
- **Floor Grate** in the pump house needs to be replaced. The drain grate costs \$135. The estimated total replacement cost is approximately \$500.00, including labor. The cost

would come out of the reserve account. Advance may have the floor grate in stock. Motion made that president is authorized to replace grate in the pump house. It was seconded and approved by Board. Lynn will inform the Board of the exact cost after replacement.

- **Moss** is growing on the roof of the pump house. The pump house roof needs moss treatment. Megan will ask the contractor after treating her roof also to treat the pump house roof.
- **Flowmeter** replacement. The flow meter has not been working for years. Lynn will research the cost. The plumbing will also need to be changed. The replacement and attached plumbing will need to be built in the shop and installed in the pump house because of limited space. Advanced is willing to do the work. Randy asked Lynn to get estimates on flow meter replacement in the pump house. Lynn will call Gig Harbor before purchasing a new flow meter. Gig Harbor Waste Management may have suggestions on what flowmeter configuration best meets their needs. The other flow meter at the end of the line is still working. The Board discussed and agreed to support flow meter and grate replacement.
- **City billing evaluation:** We need to update our Web Site's current language. The sewer bill's language is from 2017 and needs to be updated to the 2020 language. Current prices and updated language need to be added to our website. The monthly fee to connect to Gig Harbor's Waste Treatment system and processing our discharge needs to be spelled out.
- **Potential O&M vendor outreach**—Our agreement with Advanced is expiring in June 2021. We need to think about using other vendors and discuss at the next meeting. Randy will reach out to potential vendors and report back to Board at the next meeting.
- **Annexation Inquiry** –Mr. Morrison contacted a Canterwood STEP Board member and questioned why Canterwood STEP would not meet with him. Mr. Morrison commented the city council had agreed to meet with Gig Harbor City Administration. Mr. Morrison continues to bring up the annexation issue even when there is no new information.
- **Diamond Contract Review** – The contract with Diamond Community Management, posted on our Web Site is dated 2013. Diamond Community Management will send Lynn the current contract for review. Attorney for Diamond Community Management recommended that at least two signatures be present on the current agreement.
- **CD Renewal** at Home Savings and Lisa will shop for the best investment return. Randy suggested possible changes at the Federal level. Randy added it is always best to shop around for the best rates. Quicker turn around at the end of February.
- **Transfer Fee, New Property Owner** Randy, is there anything on our web site about connection fees? If I am a new resident in Division 12, are there things to know? Lisa and Carol send out info from Diamond to new homeowners. In the ESCROW account in Canterwood, Carol commented that purchases include transfer fees.

Other items: None

Next Meeting Date: April 20, 2021, at 10 am

Meeting Adjourned: 11:26 am

Submitted By

Frank H Addison Jr